BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Business Pearson BTEC Level 3 International Foundation Diploma in Business Pearson BTEC Level 3 International Diploma in Business Pearson BTEC Level 3 International Extended Diploma in Business
Unit number and title	**Unit 21: Training and Development**
Learning aim(s)	**A:** Investigate training and development in a selected business **B:** Examine the planning and delivery of training programmes in a selected business
Assignment title	Employee Training and Development: Reasons, Benefits and Costs
Assessor	
Hand out date	
Hand in deadline	

Vocational Scenario or Context	You are working as a researcher for a training and development consultancy. The manager of a local business has asked the consultancy to undertake an independent evaluation of how well the business's training and development meets its employees' individual needs as well as how well training and development contributes to the broader business objectives. Write a report that evaluates the contribution that training and development make to fulfil the objectives of the selected business. The report should also evaluate the likely costs and benefits to the business of using different training methods to meet the individual needs of its employees.

Task 1	**Research** In order to prepare your report, you will first need to select an appropriate business and investigate the training and development it offers its staff. As part of your research you should aim to meet with and talk to the person responsible for training and development and at least one employee who has had training and development recently. **Evaluative Report** You are to produce a report which focuses on evaluating: a) the contribution that training and development make to fulfilling the objectives of the selected business b) the likely costs and the likely costs and benefits of different training methods for individual needs. The report should begin by explaining the reasons why the selected business trains its employees before describing the methods the business uses to identify its training needs. The report should go on to describe, with use of appropriate examples, the types of training and development offered by the selected business.

	Next, you will explain the impact that training has had on staff in the selected business using carefully considered examples to illustrate your points. The focus of the report will then shift to evaluation. You should use the findings of your research to first carefully assess how well the training and development the business has provided its staff has enabled the business to successfully fulfil its objectives before arriving at a well-conclusive judgement which is supported by the weight of evidence presented. You should go on to assess the likely costs and benefits to the business and its staff of different methods of training and development. Again, you will need to arrive at a conclusive judgement which is supported by the evidence presented.
Checklist of evidence required	Individual written report Research log including reference list
Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
21/A.D1	Evaluate the contribution that training and development make to fulfilling the objectives of the selected business.
21/B.D2	Evaluate the likely costs and benefits of different training methods for individual needs in a selected business.
21/A.M1	Assess the reasons for training in a selected business.
21/B.M2	Analyse the likely costs and benefits of different types of training to a selected business and its staff.
21/A.P1	Explain why a selected business trains its employees.
21/A.P2	Describe how a selected business identifies training needs.
21/B.P3	Describe the types of training and development used by a selected business.
21/B.P4	Explain the impact training has had on an individual in a selected business.

Sources of information to support you with this Assignment	**www.tutor2u.net** Tutor2U has a range of study notes and materials to include training and development. **www.businesscasestudies.co.uk** The Times 100 has economics and business case studies. The site also has a selection of theory notes aimed at learners.
Other assessment materials attached to this Assignment Brief	*None required*